



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Associate Business Management Analyst  
Associate Governmental Program Analyst  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$4400 - \$5348

### **Will consider both classes for recruitment purposes**

#### **DUTIES:**

Under the direction of the Staff Services Manager I, the incumbent is responsible for difficult and complex technical work in the Business Services area for the State Treasurer's Office (STO) and the Authorities, Boards and Commissions.

#### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Serves as contract administrator.
- Advises STO staff on bid conferences, bid openings, evaluations and awards to contractors.
- Negotiates and develops contracts, interagency and standard agreements, amendments, bids, proposals, coordinates with prospective bidders, Legal Office and regulating agencies.
- Develops solutions and makes recommendations for actions relative to the award, execution and acceptance of contract documents.
- Review and revise emergency handbook as necessary.
- Implements new contract policies and procedures and revises existing policies and procedures as needed.
- Analyzes rules, regulations and policies regarding procurement and makes recommendations to management.
- Analyze and develop standards for effective procurement and utilization of forms, supplies and equipment.
- Authorizes purchase estimates, printing requisitions, supply orders and contract delegation orders consistent with SAM requirements and policies, and expedites delivery of items when necessary.
- Authorizes expenditures within specified limits for purchases and equipment repairs.
- Maintains effective interaction with staff, contractors, vendors, builder's exchanges, and other governmental agencies.
- Coordinates with other staff members on special projects.
- Originates correspondence.
- Gathers data and prepares monthly, quarterly and annual reports to the Legislative Analyst, Department of Finance, Bureau of State Audits, Department of General Services, Division of Telecommunications, and Senate Finance and Assembly committees.
- Assist department management staff on a wide range of business services activities.

- Respond to incoming calls and correspondence.
- Trains and provides advice to staff on telecommunications issues as the telecommunications lead for the department.

**DESIRABLE QUALIFICATIONS:**

- Ability to communicate effectively
- Ability to establish and maintain cooperative relationships with those contacted
- Ability to recognize problems and take action to correct them
- Ability to work on multiple concurrent projects and/or problems
- Ability to work with Microsoft Word, Excel and Access or similar applications
- Good work habits and dependability
- Initiative, resourcefulness and good judgment

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Associate Business Management Analyst or Associate Governmental Program Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-200-4742-002" or "820-200-5393-xxx" next to the classification on your application/resume, i.e., Associate Business Management Analyst (820-200-4742-002) or Associate Governmental Program Analyst (820-200-5393-xxx).**

**FINAL FILING DATE:**

Applications will be accepted **until filled**.

**SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

